

FORM DEFINED

2314

(No. 3 July 1998)

A form is described as any preprinted or electronic document, containing a fixed message or request that is used repeatedly over time. Variable date or fill-in spacers may or may not be included. Forms contain an identifying number and date, such as CDF-1234 (Rev. 1/98).

Form titles should be descriptive, specifically identifying both the subject and function. Form numbers shall appear on each panel of two-sided and multi-page forms.

The Office of State Publishing (formerly the Office of State Printing) and the CDF Forms Unit will require revision of any inadequately identified forms before printing. For more information on form identification, contact the CDF Forms Unit.

A form usually does one of three things -

1. Initiates an action
2. Records a transaction
3. Reports something

However, a form can do any one or two of these, and sometimes one form does all three.

A form is any piece of printed material reproduced with spaces for the insertion of data by hand, typewriter, or computer. This definition applies to all temporary and permanent forms, numbered or unnumbered, produced by commercial suppliers, the Office of State Publishing, General Services. This definition includes form letters, tags, labels, continuous forms, tab cards, and envelopes.

Standard State Form

A form developed for use by all agencies and usually used to carry on administrative functions.

Departmental Form

A form developed and used by one department (usually used to carry out functions which are programmatic in nature).

Temporary Form

A form used one time only for test or survey purposes.

ICS Form

A form developed for use on incidents.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)